No. A-16014/2/2026-Admin-SP

भारत सरकार / Government of India

युवा कार्य और खेल मंत्रालय / Ministry of Youth Affairs & Sports

खेल विभाग / Department of Sports

(प्रशासन अनुभाग / Administration Section)

GPOA-3, Netaji Nagar, New Delhi-23
Date: the 20th November, 2026

ADVERTISEMENT NOTICE

Subject: Engagement of 01 Consultant Grade-II in the Integrated Finance Division (IFD)/Budget Division, Ministry of Youth Affairs & Sports – reg.

Department of Sports invites applications in the prescribed format from eligible candidates for engagement of **01 Consultant Grade-II** on a contractual basis in the Integrated Finance Division (IFD)/Budget Division of the Ministry. The details of the engagement are as under:

S. No.	Particulars	Details
1.	Designation	Consultant Grade-II
2.	Number of Positions	01 (One)
3.	Method of Engagement	Contractual engagement through open market
4.	Tenure	Initially for a period of two years, extendable by one year at a time, subject to functional requirement and satisfactory performance, in accordance with the extant guidelines of the Ministry.
5.	Upper Age Limit	40 years
6.	Monthly Remuneration	₹55,000/- per month, as per the extant guidelines of the Ministry.
7.	Place of Posting	Integrated Finance Division (IFD)/Budget Division, Ministry of Youth Affairs & Sports, New Delhi

1. Eligibility Criteria

A. Essential Educational Qualification

Graduate in any discipline from a recognised University/Institution.

B. Essential Experience

Minimum five years of experience in any field, including at least three years of experience in Government.

C. Desired Experience

More than three years of experience in budget-related work in a Government Ministry.

2. Roles and Responsibilities

The selected Consultant Grade-II shall be required to assist the Integrated Finance Division (IFD)/Budget Division in the following matters:

i. Monitoring of expenditure in accordance with the approved Monthly Expenditure Plan (MEP)/Quarterly Expenditure Plan (QEP).

ii. Preparation of Annual Budget Estimates (BE) and Revised Estimates (RE).

iii. Preparation and coordination for Budget Estimates (BE)/Revised Estimates (RE) meetings.

iv. Timely processing of proposals relating to supplementary grants.

v. Monitoring of savings and ensuring avoidance of excess expenditure.

vi. Preparation of Detailed Demands for Grants.

vii. Preparation of various budget-related documents, statements and reports.

viii. Handling audit-related matters, including examination and preparation of replies to audit observations.

ix. Processing of re-appropriation proposals and surrender of savings.

x. Preparation of explanatory notes in respect of savings/excess expenditure exceeding ₹100 crore.

xi. Management and monitoring of PFMS, Union Budget Information System (UBIS), NPS/UPS-related matters and coordination with the Controller General of Accounts (CGA)/Ministry of Finance (MoF).

The Consultant shall also perform any other duties relating to budgetary and financial matters as may be assigned by the competent authority from time to time.

3. General Terms and Conditions

i. The engagement shall be governed by the extant guidelines of the Ministry for engagement of Consultants/Young Professionals, as amended from time to time.

ii. The engagement shall be purely contractual in nature and shall not confer any right or claim for regular appointment in Government service.

iii. The initial period of engagement shall be two years, extendable by one year at a time, subject to functional requirement and satisfactory performance.

iv. The monthly remuneration shall be ₹55,000/-, as per the extant guidelines of the Ministry.

v. The engagement may be terminated by either side by giving one month's notice or payment in lieu thereof, subject to the applicable guidelines.

vi. The selected candidate shall be required to execute an agreement with the Department incorporating the terms and conditions of engagement.

vii. The Department reserves the right to modify or cancel the advertisement and/or selection process or not to fill up the advertised position without assigning any reason.

viii. The number of positions may be increased or decreased depending upon the functional and administrative requirements of the Ministry.

ix. No TA/DA shall be admissible for attending the interview or joining the assignment.

x. The decision of the Department regarding eligibility, shortlisting and selection of candidates shall be final.

4. How to Apply

Interested and eligible candidates may submit their applications in the prescribed format, along with self-attested copies of educational qualification certificates, experience certificates and other relevant documents, through e-mail at **__admin.sports@gov.in__**.

Applications must be submitted in the prescribed format. Incomplete applications or applications received without the requisite supporting documents shall not be entertained.

5. Last Date for Receipt of Applications

The completed application, along with supporting documents, should reach the Department within **15 days from the date of publication of this advertisement**.

20/11/26

(Mohit Kumar)
Under Secretary to the Government of India
Email: mohit.kr48@gov.in

APPLICATION FORM FOR ENGAGEMENT AS CONSULTANT GRADE-II
Government of India
Ministry of Youth Affairs & Sports
Department of Sports

Post Applied For: Consultant Grade-II (IFD/Budget Division)

A. Personal Details

i. Name of Applicant (in Block Letters): _____
ii. Father's/Mother's Name: _____
iii. Date of Birth (DD/MM/YYYY): _____
iv. Age: _____
v. Gender: _____
vi. Nationality: _____
vii. Mobile Number: _____
viii. E-mail ID: _____
ix. Correspondence Address: _____
x. Permanent Address: _____

B. Educational Qualifications

(Highest qualification to lowest)

S. No.	Examination Passed	Board/University/Institution	Year of Passing	Percentage/ CGPA
1.				
2.				
3.				

C. Details of Professional Experience

S. No.	Name of Organisation	Designation Held	Period (From–To)	Nature of Duties Performed
1.				
2.				
3.				
4.				

1. Total Experience: _____Years _____Months
2. Experience in Government: _____Years _____Months
3. Experience in Budget-related Work in Government : _____Years _____ Months

D. Details of Relevant Experience/Expertise

Please tick the areas in which you have experience:

- ☐ Monitoring of expenditure against approved MEP/QEP.
- ☐ Preparation of Annual Budget Estimates (BE) and Revised Estimates (RE).
- ☐ Preparation and coordination for BE/RE meetings.
- ☐ Processing of supplementary grant proposals.
- ☐ Monitoring of savings and excess expenditure.
- ☐ Preparation of Detailed Demands for Grants.
- ☐ Preparation of budget-related documents and statements.
- ☐ Handling of audit-related matters.
- ☐ Processing of re-appropriation proposals and surrender of savings.
- ☐ Preparation of explanatory notes on savings/excess expenditure exceeding ₹100 crore.
- ☐ Management and monitoring of PFMS.
- ☐ Working knowledge of UBIS.
- ☐ Knowledge of NPS/UPS-related matters.
- ☐ Coordination with CGA/Ministry of Finance.

E. Details of Enclosures

1. Self-attested copy of Date of Birth Certificate.
2. Self-attested copies of educational qualification certificates.
3. Self-attested copies of experience certificates.
4. Self-attested copy of identity proof.
5. Updated Curriculum Vitae/Resume.
6. Any other relevant document(s).

DECLARATION

I hereby declare that all the information furnished in this application is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/engagement shall be liable to be cancelled/terminated without any notice.

2. I further declare that I have read and understood the terms and conditions of engagement and agree to abide by the same.

Place: _____

Date: _____

Signature of Applicant: _____

Name: _____